ChequeSystem

Cheque Printing & Management Software

ChequeSystem provides a feature-rich environment that allows you to prepare and print the cheque with different kinds of printer, include Dot Matrix, Ink Jet and Laser printers. It also helps you organize the chequebook and keeps the issued cheque records.

ChequeSystem User Guide

Prepared by ChequeSystem Development Team
Last modified: 09/14/2015

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Table of Contents

1.SYSTEM REQUIREMENTS.....1

2.INSTALLATION.....2

2.1.Install.....2

2.2.Uninstall.....5

3.USING CHEQUESYSTEM.....6

3.1.Workspace.....7

4.PREPARE CHEQUE.....8

5.PAYEE LIST.....11

6.REPORT.....13

6.1.Account Report.....14

6.2.Payee Report.....16

6.3.Monthly Statement.....18

6.4.Payment Voucher Report.....20

7.MANAGEMENT.....21

7.1.Cheque Book Management 21

7.2.Recurring Cheque Template List 23

7.3.Cheque Layout List 24

7.4.Particulars List 27

7.5.Audit Code List 28

7.6.Payee Category List.....29

7.7.Item List 29

8.TOOLS.....31

8.1.Set Password.....31

8.2.Backup.....31

8.3.Restore.....32

8.4.Regular Backup.....32

9.SETTINGS.....33

9.1.Payment Voucher.....33

9.2.Printer & Font....33
9.3.Numbering System....34
9.4.Address Label....34
9.5.Options....35
9.6.Default Sorting/Filter....36
9.7.Quick Export Settings....36
9.8.Email Client....37
9.9.PDF Viewer....37
10.REGISTRATION 38
10.1.Trial Version 38
10.2.Registration 38
11.ADVANCED USAGE....39
11.1.Import File Format 39
11.2.Resolve "Database locked" 40

1. SYSTEM REQUIREMENTS

- Operating System

Microsoft Windows 10, 8.1, 8, 7, Vista, XP

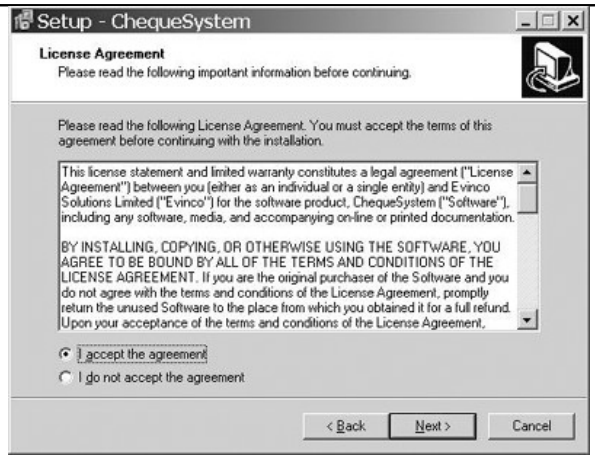
Mac OSX 10.10, 10.9

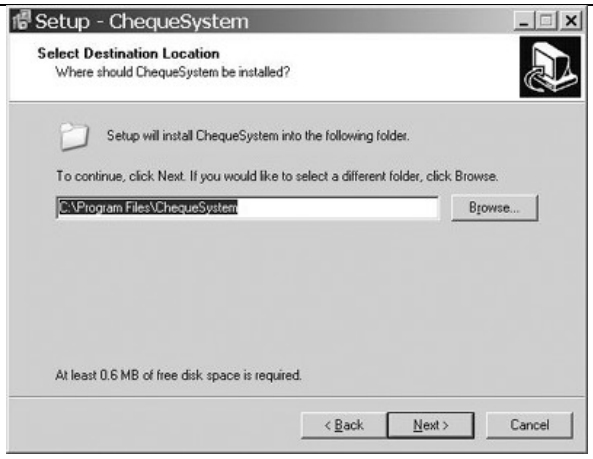
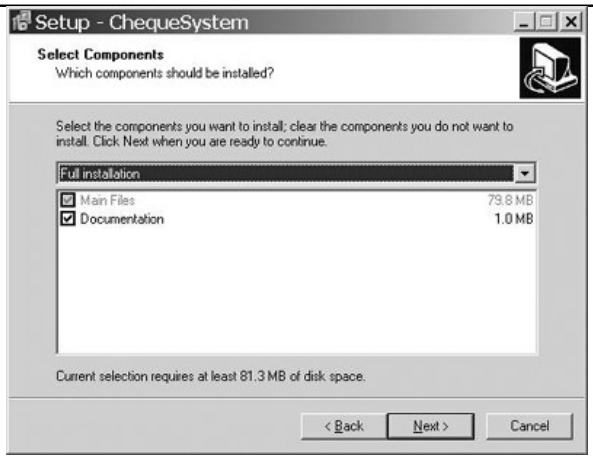
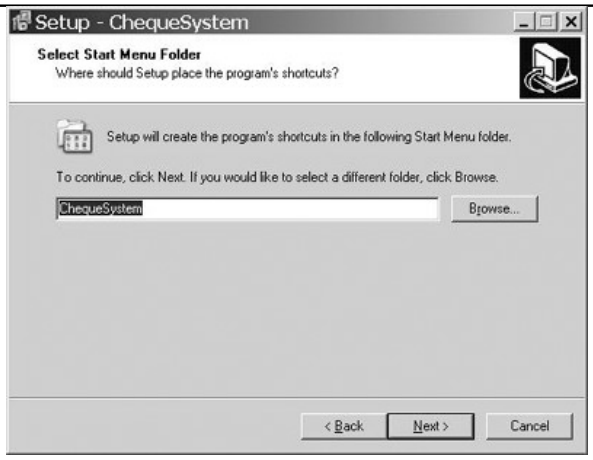
2. INSTALLATION

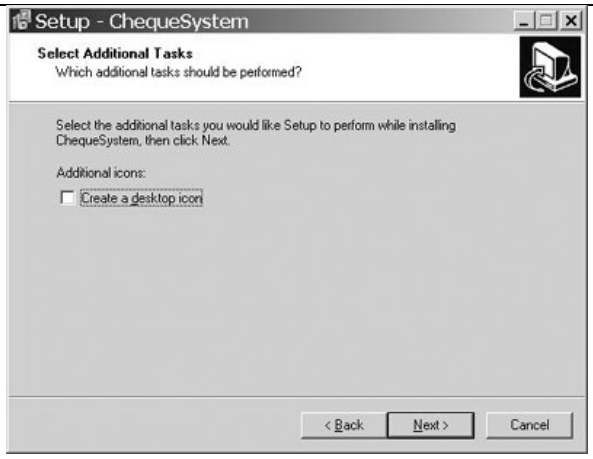
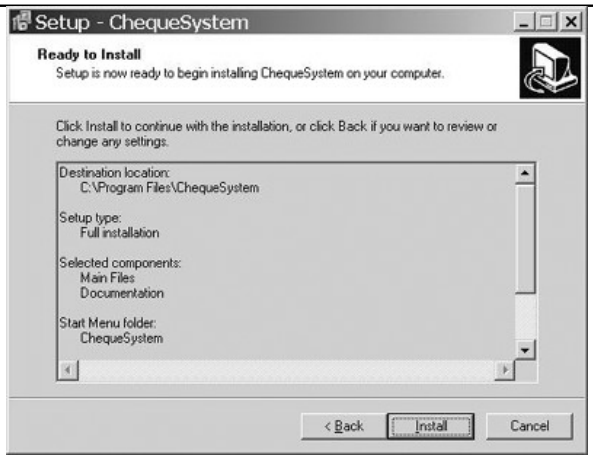
2.1. Install

ChequeSystem is distributed in a CD with file, named "setup.exe". To install the software, just put the CD into your CD-ROM drive. The auto-run feature will launch the installation program automatically.

If the installation program cannot be launched, start your Windows Explorer. Locate the "setup.exe" file in your CD-ROM drive and double click it to start.

1. Installation Welcome Screen.	
2. Specify accept the license agreement or not.	

3. Select the destination location.	
4. Select the components to be installed.	
5. Specify the start menu folder, and create the desktop icon.	

	
6. Start the installation.	
7. Installation Finish.	

2.2. Uninstall

To uninstall ChequeSystem,

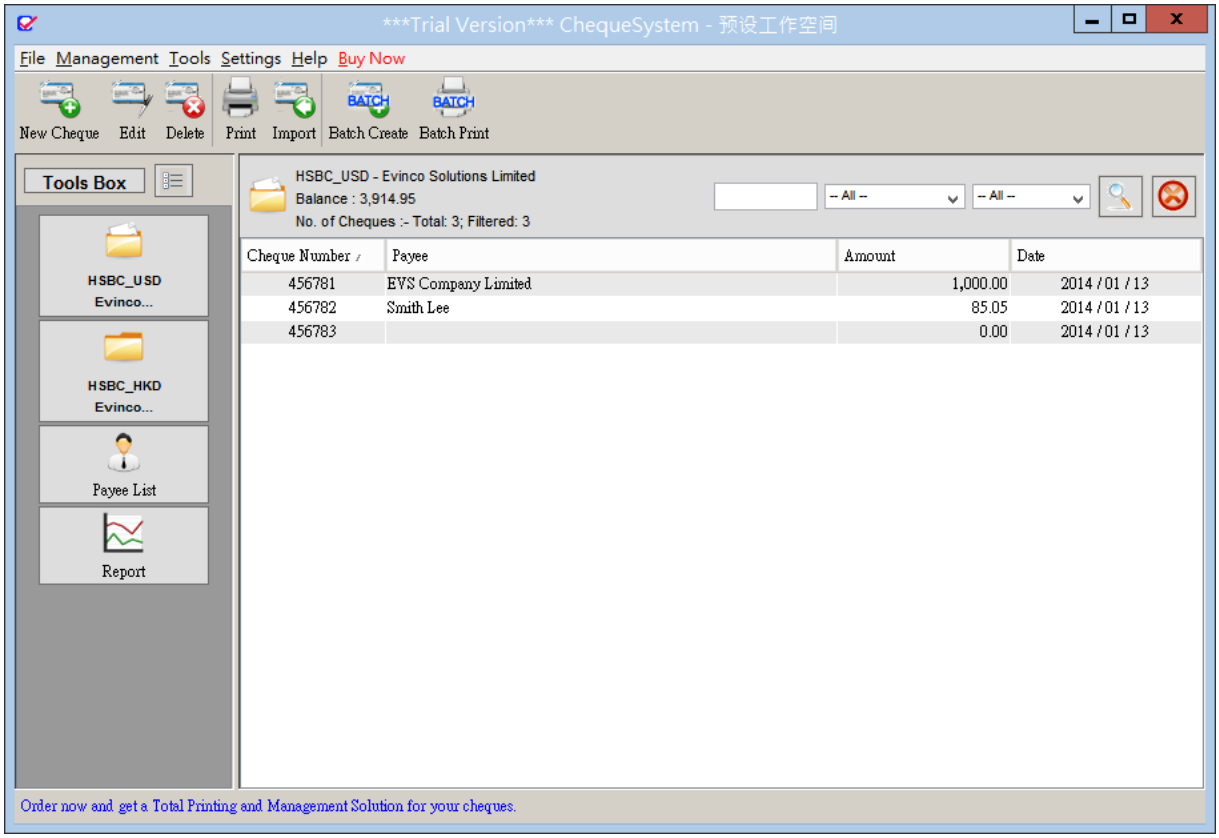
1. If you're using ChequeSystem, stop it.

2. Click Start, point to “Program Files > ChequeSystem”.

3. Click “Uninstall ChequeSystem”.

4. Follow the on-screen instructions. ChequeSystem will be uninstalled

3. USING CHEQUESYSTEM



The main screen of ChequeSystem is shown above.

In the top is the menu bar, which has following options, File, Management, Tools, Settings, Help and Order Now. "Order Now" is shown in Trial Version only.

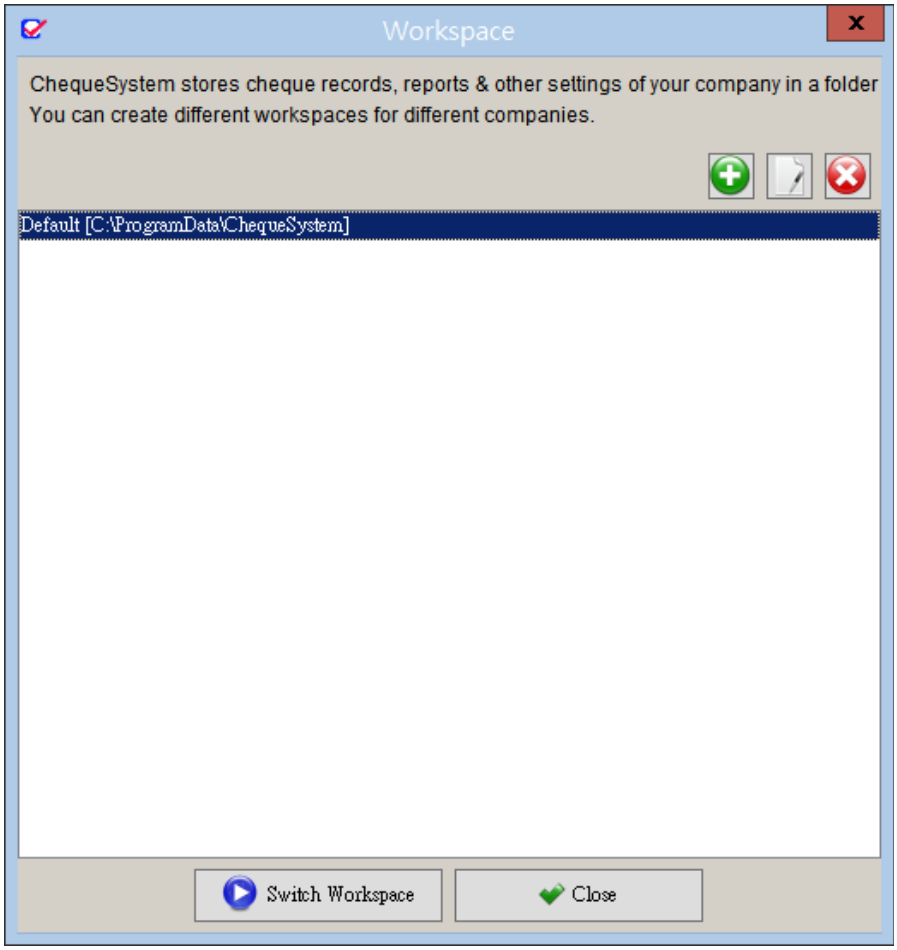
The next is the tool bar, which provides a quick access to some commonly used functions. The tool bar will varies depends on the Function Panel shown.

The Toolbox on the L.H.S. allows you to switch between different Function Panels. The chequebooks will be listed here. Besides chequebook, it has Payee List and Report.

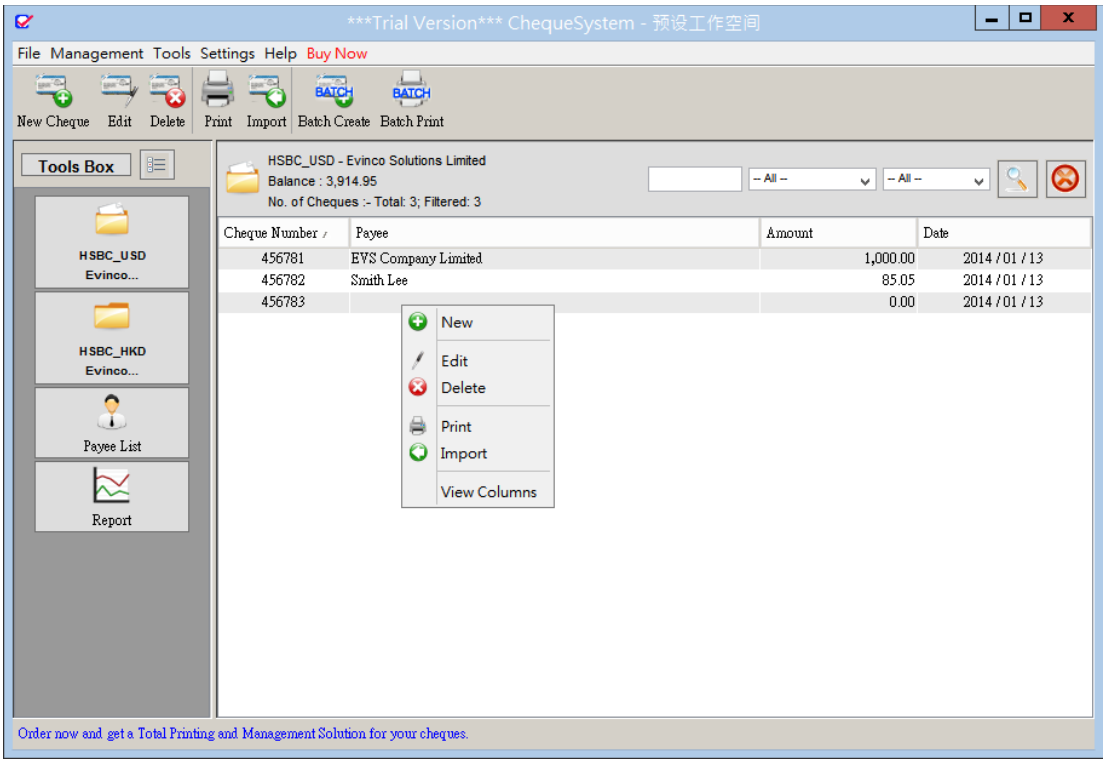
The Main Panel will show on the large area of R.H.S

3.1. Workspace

ChequeSystem stores cheque books, cheque records, reports and settings in a single folder, called workspace. You can create different workspaces for different companies and you can have multiple cheque books in each workspace. To manage your workspace, simply click menu “File > Switch Workspace”.


Workspace
ChequeSystem stores cheque records, reports & other settings of your company in a folder
You can create different workspaces for different companies.
Default [C:\ProgramData\ChequeSystem]
Switch Workspace
Close

4. PREPARE CHEQUE

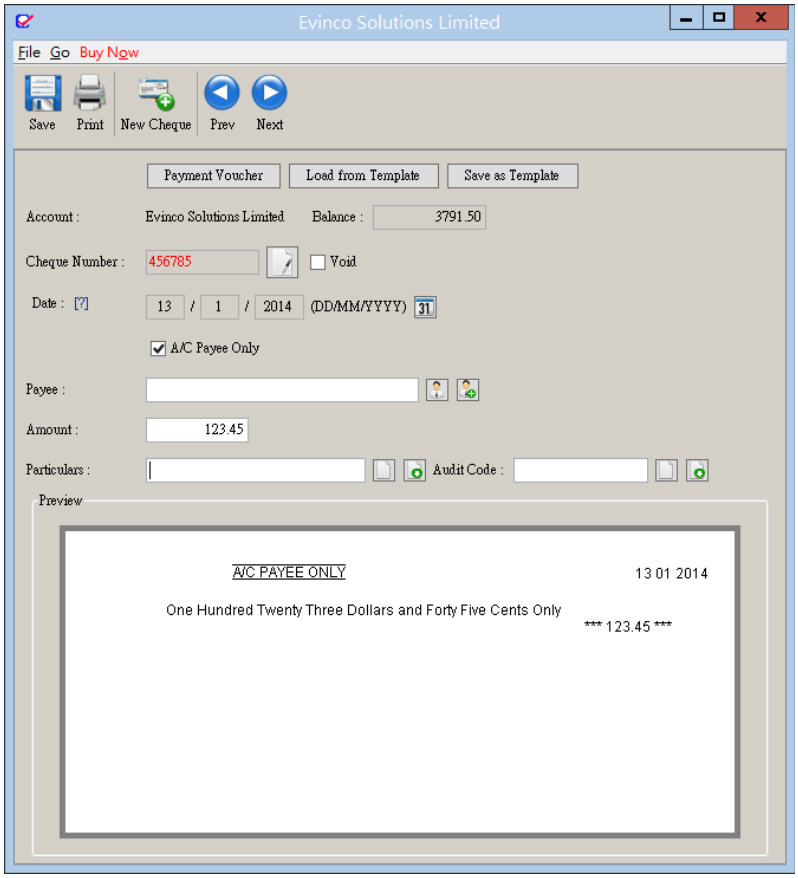


The chequebooks are listed in the Tools Box. Click on the chequebook, the history of the chequebook will be listed on the main panel.

The icons in the Tool Bar are "New", "View", and "Print".

New - Create a new cheque in the current chequebook.
Edit - Edit selected cheque.
Delete - Delete selected cheque.
Print - Print selected cheque.
Import - Import cheque from CSV file.
Batch Print - Batch print a sequence of cheques
User can right click on the main panel to open the popup menu, which provides similar function as in Tool Bar.

Click "New" or "Edit" will open the chequebook as follow.



In the Tool Bar, you can save and print the cheque. You can also switch to a new cheque or click the "Arrow" button to switch to another cheque.

Account - gives the current account information, name and account number.

Cheque Number - the cheque number is generated from the defined sequence automatically.

Void - mark the cheque as void and the information of cheque will not get into the calculation of reports.

Date - date of the cheque. Click the "Calendar" icon to pick the date.

A/C Payee Only - mark the cheque as "Crossed".

Bearer - tick the box if you want to make the cheque as "Bearer Cheque".

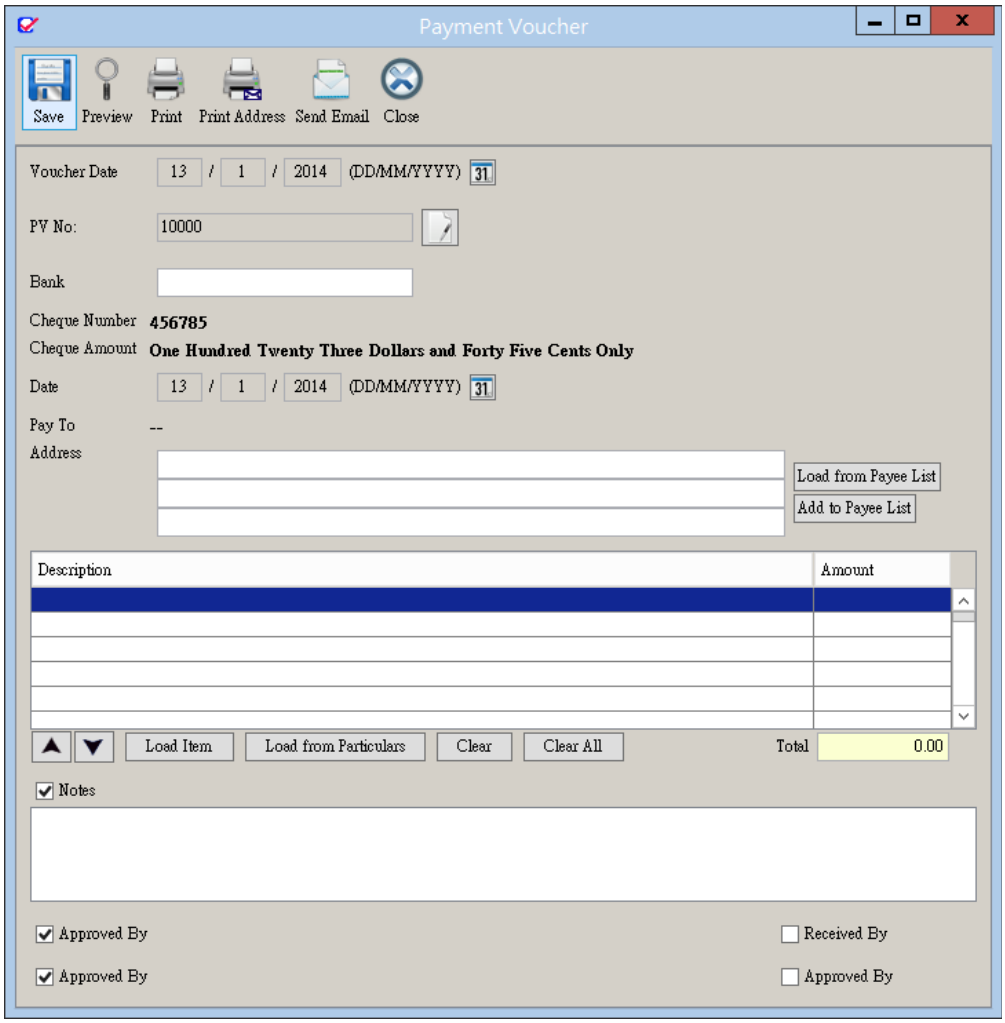
Payee - Fill in the Payee Name or click the icon to select from the Payee List.

Amount - Input amount here. Select "English" or "Chinese" for the written text. The text will be generated according to the input amount automatically.

Particulars - A field for you to store some notes about this cheque.

While you fill in the cheque details, the preview pane will show the cheque image at the same time.

Payment voucher allows you to generate voucher associated to the cheque.



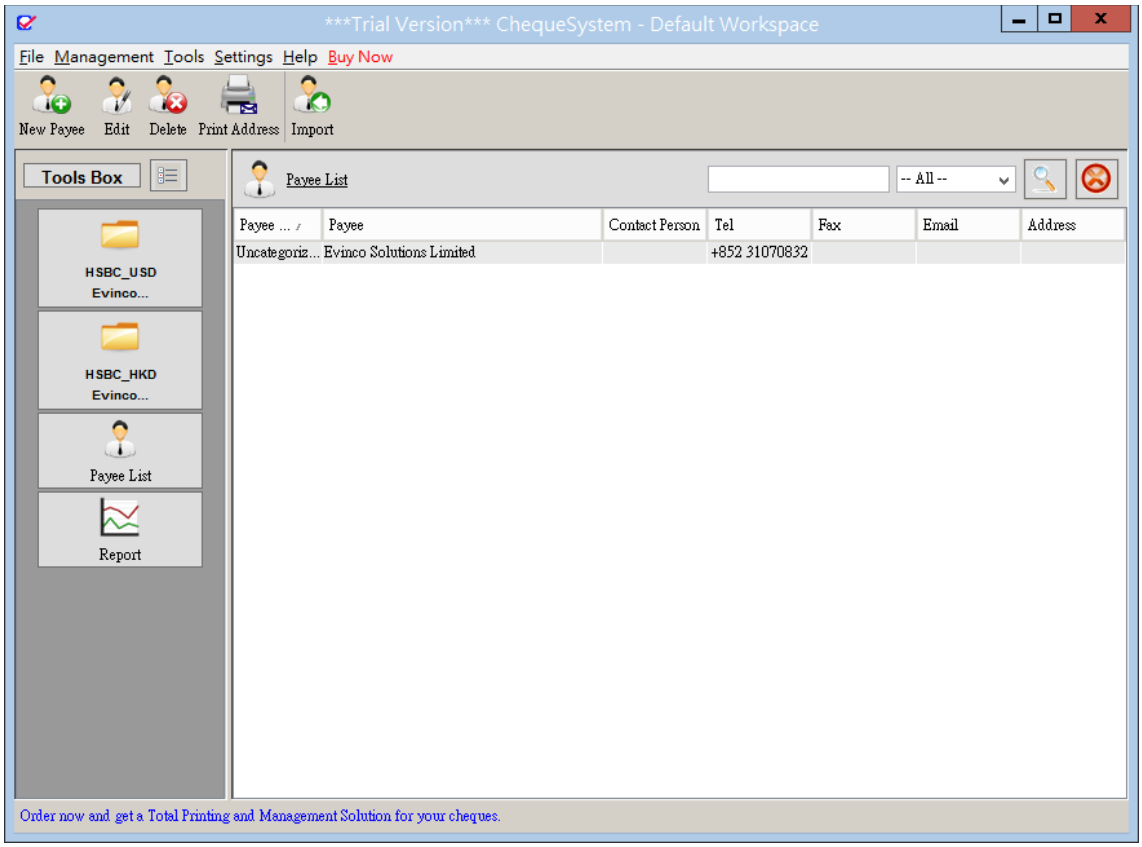
Fill in your voucher with Pay To address, Date and Item details. At the very bottom, you can specify if a signature box is needed.

When the voucher is ready, you can click the icon in the tool bar to preview or print your voucher.

Customize Voucher

The voucher can be customized to fit your needs. In menu "Settings >Payment Voucher", you can customize the header, label and font of your voucher.

5. PAYEE LIST



Payee List provides storage for all payee information. User can easily manage the payee information and get the payee information into the cheque easily.

Tool Bar

New - Create a new payee.

Edit - Edit the selected payee.

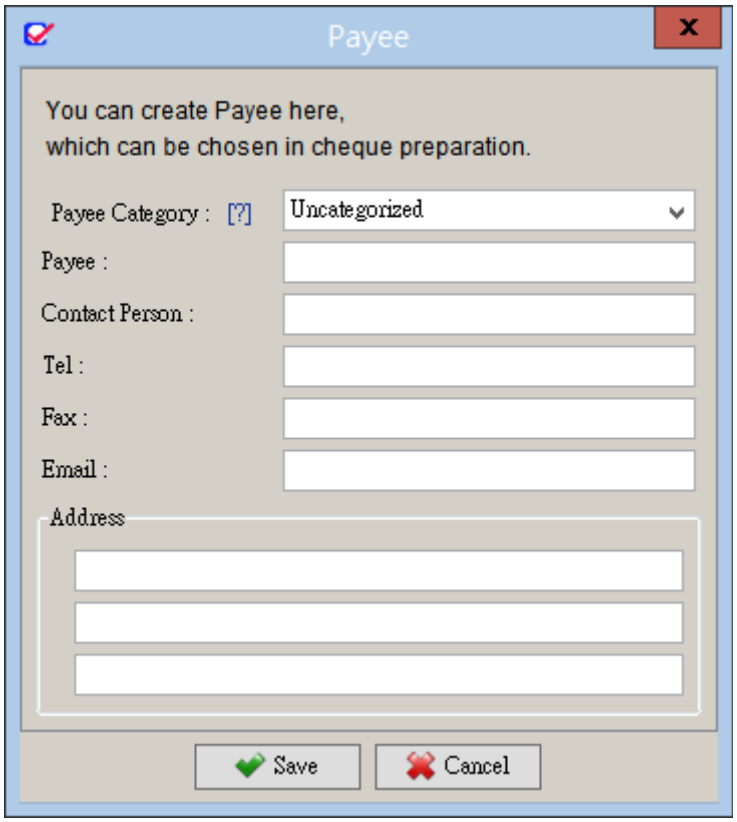
Delete - Delete the selected payee.

Print Address - Print Address Label of Payee

Import - Import customer from a CSV file. Please refer to the "Import File Format" section for the import file format.

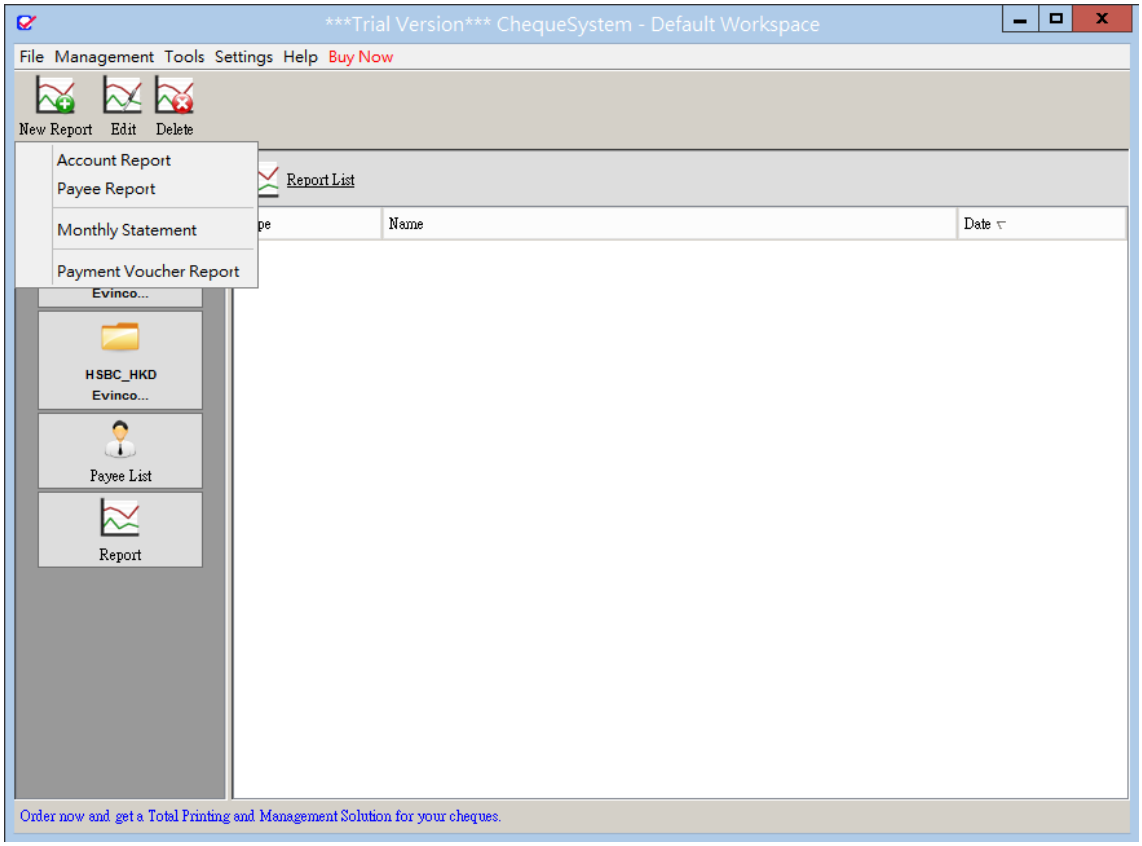
The payees are listed in the table. You can click on the header to sort the table accordingly. Besides, you can search the payee by using the search box in the upper right corner. The payee list can also be exported to other format: PDF, Excel and HTML.

To add or edit a payee, the following screen will show up.



You can fill in additional information here, and click [Save] to proceed.

6. REPORT



In the Report page, there are three types of report: Account Report, Payee Report, Monthly Statement and Payment Voucher Report.

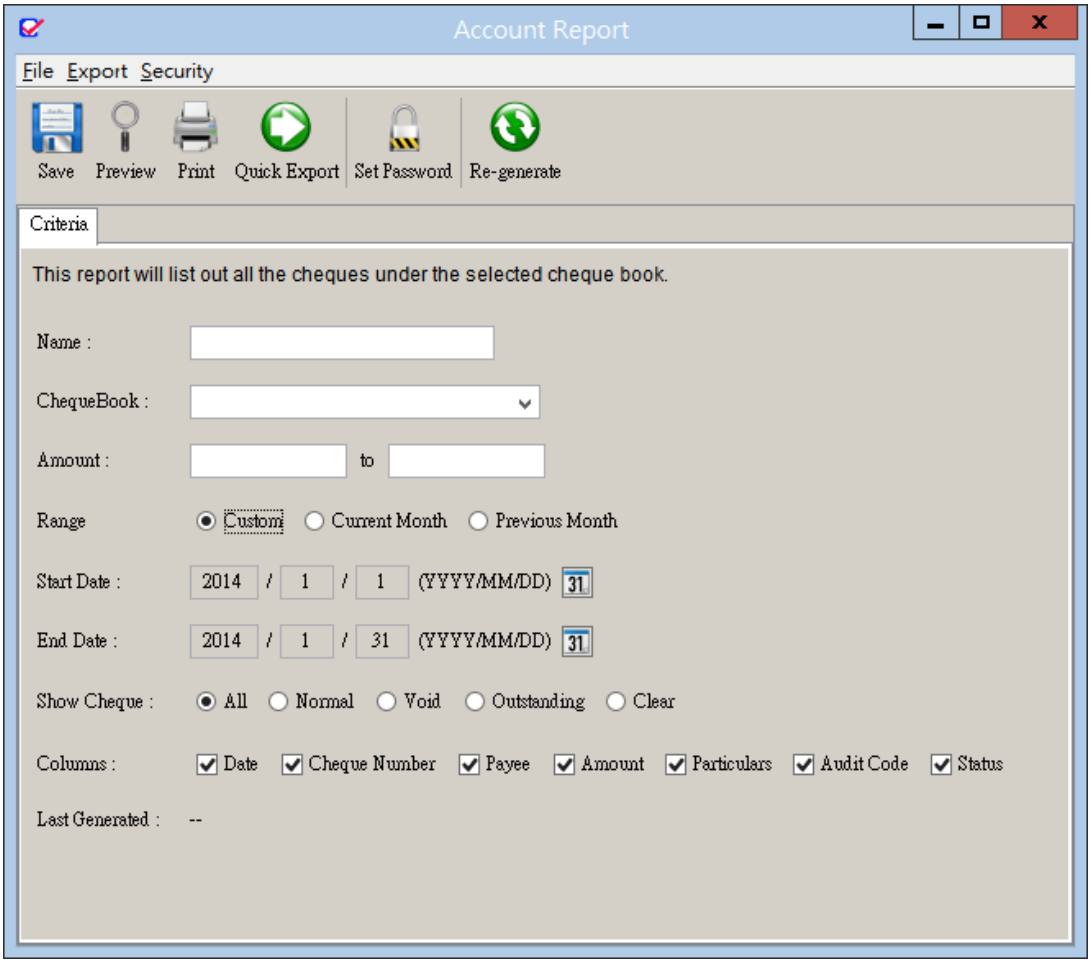
In the Tool Bar, there are three icons. They are

New - Create a new report.

Edit - Edit the selected report.

Delete - Delete the selected report.

6.1. Account Report

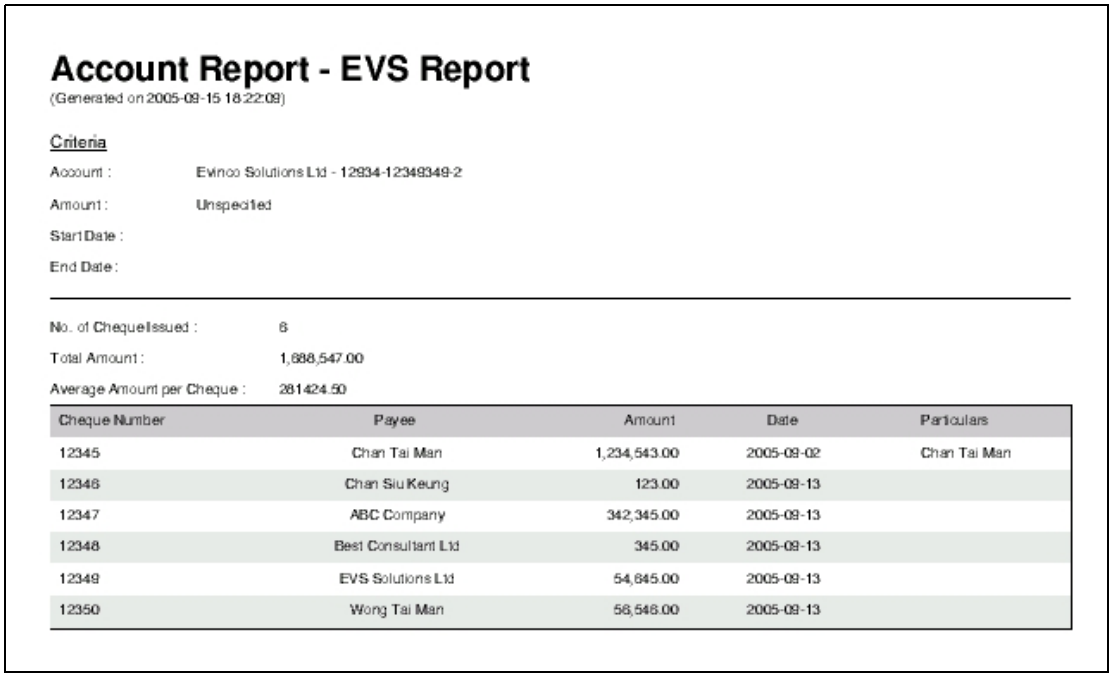


Account report provides cheque issues information on the selected account.

User needs to provide a report name for the report. The report will run against the selected account and retrieve all the cheque under it. You can leave the amount and date field blank if there is no limitation on them. Select the type of cheque for report, All, Normal or Void. You can also check the box to select the columns to display in report.

Note: - The report will be updated every time the report is saved. The updated time is shown as the "Last Generated"

The sample PDF output is given below.



Account Report - EVS Report

(Generated on 2005-09-15 18:22:09)

Criteria

Account : Evinco Solutions Ltd - 12934-12349349-2

Amount : Unspecified

Start Date :

End Date :

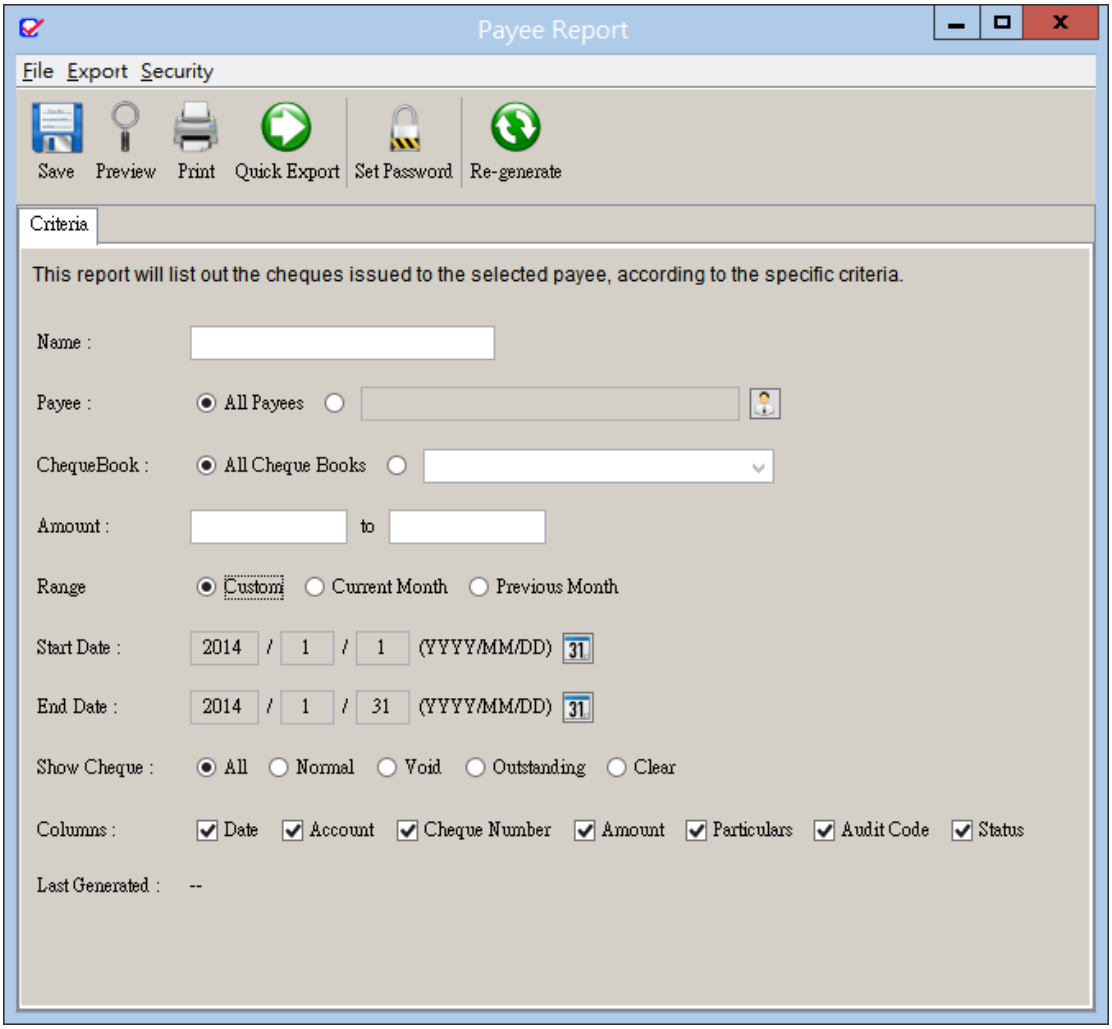
No. of Cheque Issued : 6

Total Amount : 1,688,547.00

Average Amount per Cheque : 281424.50

Cheque Number	Payee	Amount	Date	Particulars
12345	Chan Tai Man	1,234,543.00	2005-09-02	Chan Tai Man
12346	Chan Siu Keung	123.00	2005-09-13	
12347	ABC Company	342,345.00	2005-09-13	
12348	Best Consultant Ltd	345.00	2005-09-13	
12349	EVS Solutions Ltd	54,645.00	2005-09-13	
12350	Wong Tai Man	56,546.00	2005-09-13	

6.2. Payee Report

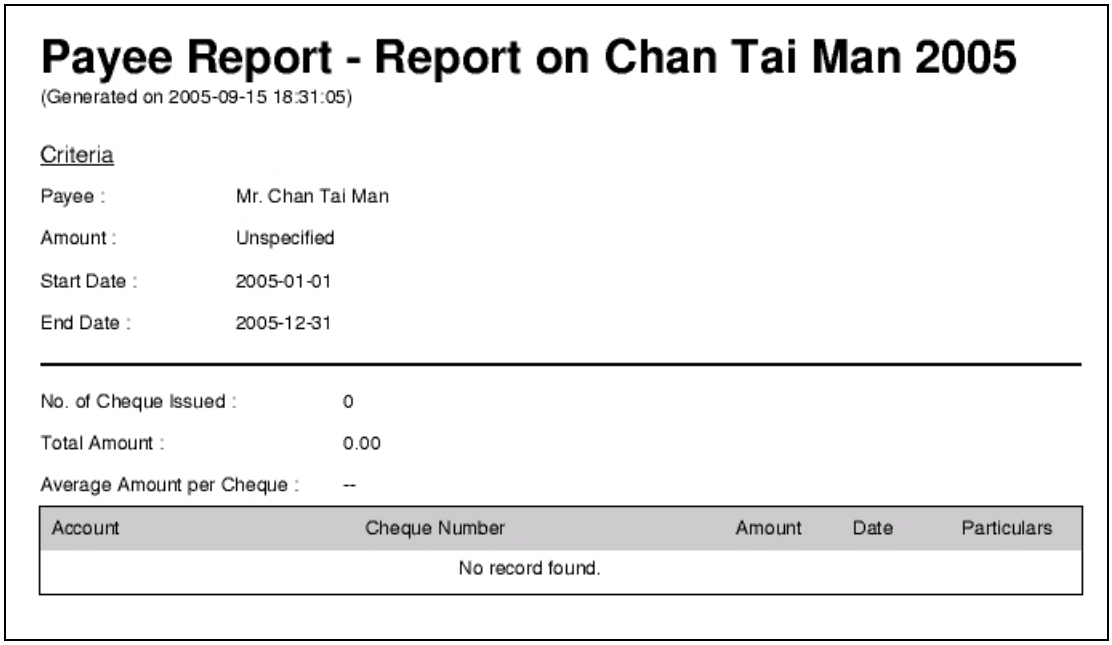


Payee report provides cheque issues information on the selected payee.

User needs to provide a report name for the report. The report will run against the selected payee and retrieve all the cheques under it. You can leave the amount and date field blank if there is no limitation on them. Select the type of cheque for report, All, Normal or Void. You can also check the box to select the columns to display in report.

Note: - The report will be updated every time the report is saved. The updated time is shown as the "Last Generated"

The sample PDF output is given below.



Payee Report - Report on Chan Tai Man 2005

(Generated on 2005-09-15 18:31:05)

Criteria

Payee : Mr. Chan Tai Man

Amount : Unspecified

Start Date : 2005-01-01

End Date : 2005-12-31

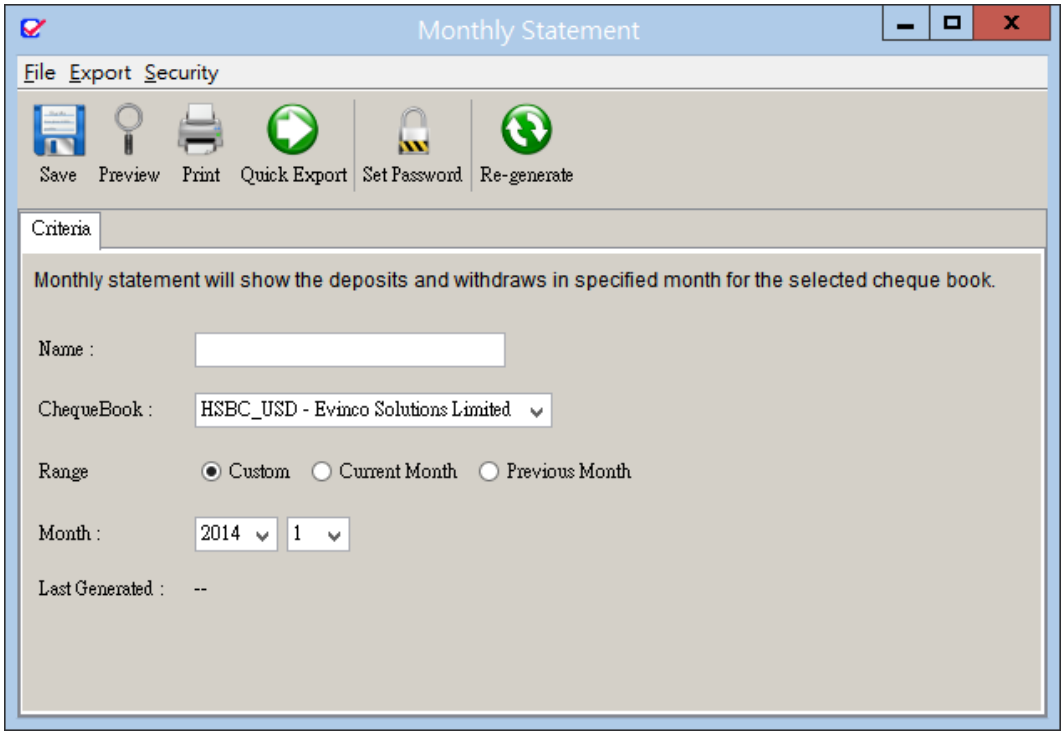
No. of Cheque Issued : 0

Total Amount : 0.00

Average Amount per Cheque : --

Account	Cheque Number	Amount	Date	Particulars
No record found.				

6.3. Monthly Statement

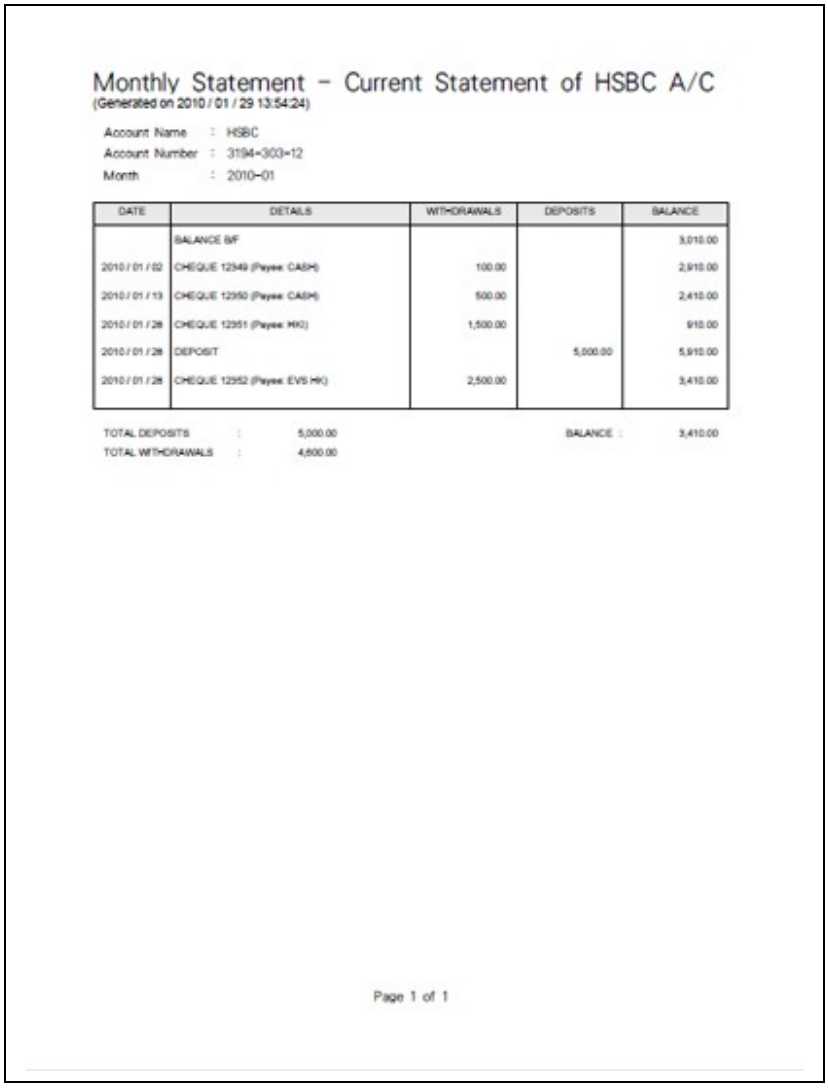


Monthly Statement lists all the deposits and withdrawals of selected cheque book.

User needs to provide a report name for the report. The report will run against the selected cheque book on specified month.

Note: - The report will be updated every time the report is saved. The updated time is shown as the "Last Generated"

The sample PDF output is given below.



Monthly Statement – Current Statement of HSBC A/C
(Generated on 2010 / 01 / 29 13:54:24)

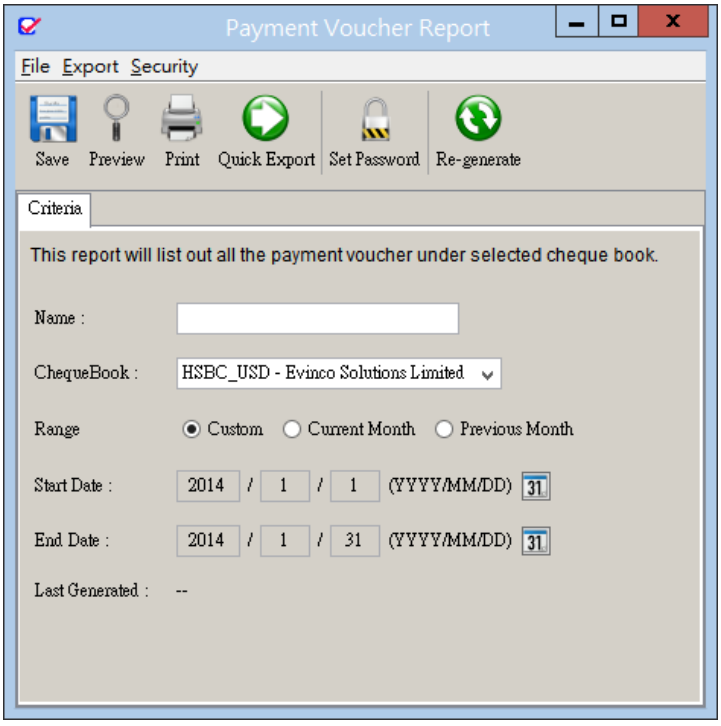
Account Name : HSBC
Account Number : 3194-303-12
Month : 2010-01

DATE	DETAILS	WITHDRAWALS	DEPOSITS	BALANCE
	BALANCE B/F			3,010.00
2010 / 01 / 02	CHEQUE 12349 (Payee: CASH)	100.00		2,910.00
2010 / 01 / 13	CHEQUE 12350 (Payee: CASH)	500.00		2,410.00
2010 / 01 / 26	CHEQUE 12351 (Payee: HK)	1,500.00		910.00
2010 / 01 / 26	DEPOSIT		5,000.00	5,910.00
2010 / 01 / 26	CHEQUE 12352 (Payee: EVS HK)	2,500.00		3,410.00

TOTAL DEPOSITS : 5,000.00
TOTAL WITHDRAWALS : 4,600.00
BALANCE : 3,410.00

Page 1 of 1

6.4. Payment Voucher Report



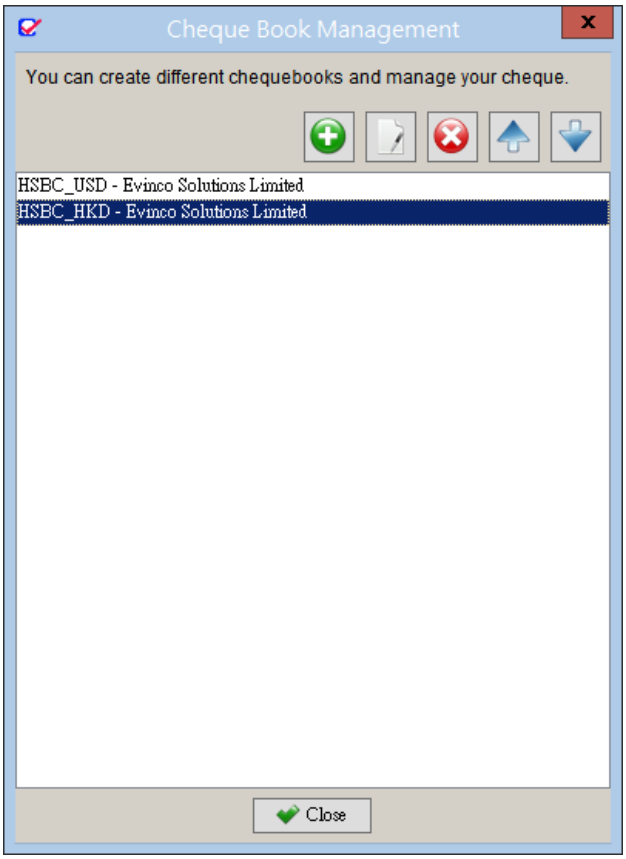
Payment Voucher Report lists all the payment voucher of selected cheque book.

User needs to provide a report name for the report. The report will run against the selected cheque book on specified month.

Note: - The report will be updated every time the report is saved. The updated time is shown as the "Last Generated"

7. MANAGEMENT

7.1. Cheque Book Management


Cheque Book Management
You can create different chequebooks and manage your cheque.
HSBC_USD - Evinco Solutions Limited
HSBC_HKD - Evinco Solutions Limited
Close

Cheque Book Management allows you to manage different cheque book easily. There are five icons on the top. They are

Add - Add a new cheque book.

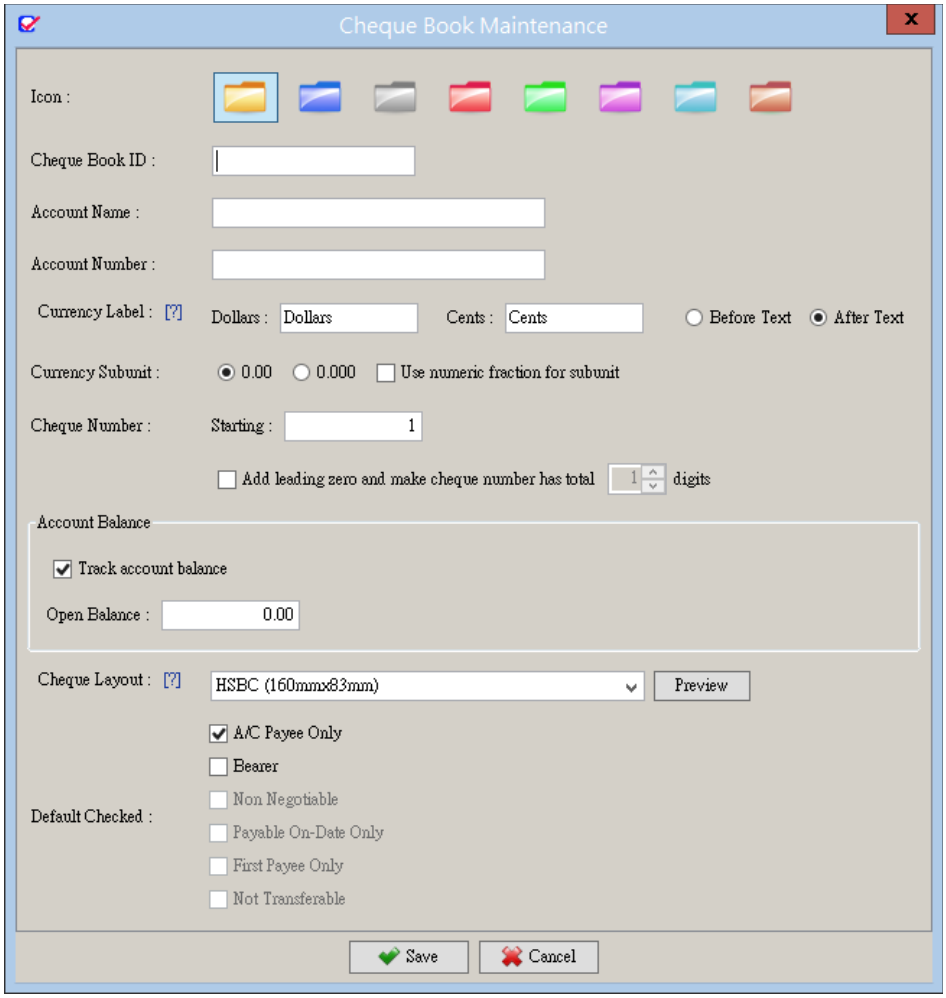
Edit - Edit the selected cheque book.

Delete - Delete the selected cheque book.

Up - Move cheque book upwards.

Down - Move cheque book downwards.

Cheque Book Details



Cheque Book ID - An ID to identify the cheque book. It is used for record only.

Account Name - The name of the account which the cheque book belongs to. It is used in Account Report generation.

Account Number - The A/C Number of the account which the cheque book belongs to. It is used in Account Report generation.

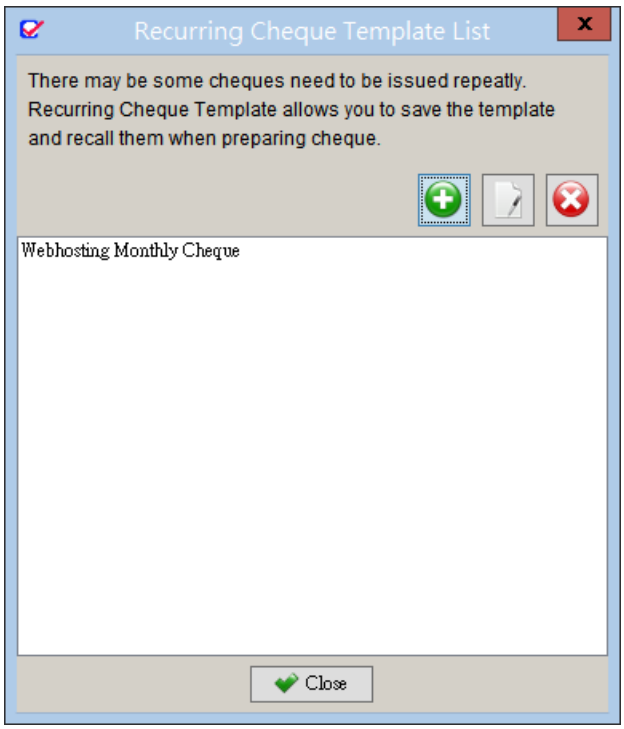
Currency Label & Subunit - You can rename the currency label and specify the subunit.

Cheque Number - The cheque number sequence of the cheque book.

Track Account Balance - You can specify the balance for tracking.

Cheque Layout - The layout that this cheque book used. This layout should fit your physical cheque book, or the printout may not align correctly.

7.2. Recurring Cheque Template List


Recurring Cheque Template List
There may be some cheques need to be issued repeatly.
Recurring Cheque Template allows you to save the template
and recall them when preparing cheque.
Webhosting Monthly Cheque
Close

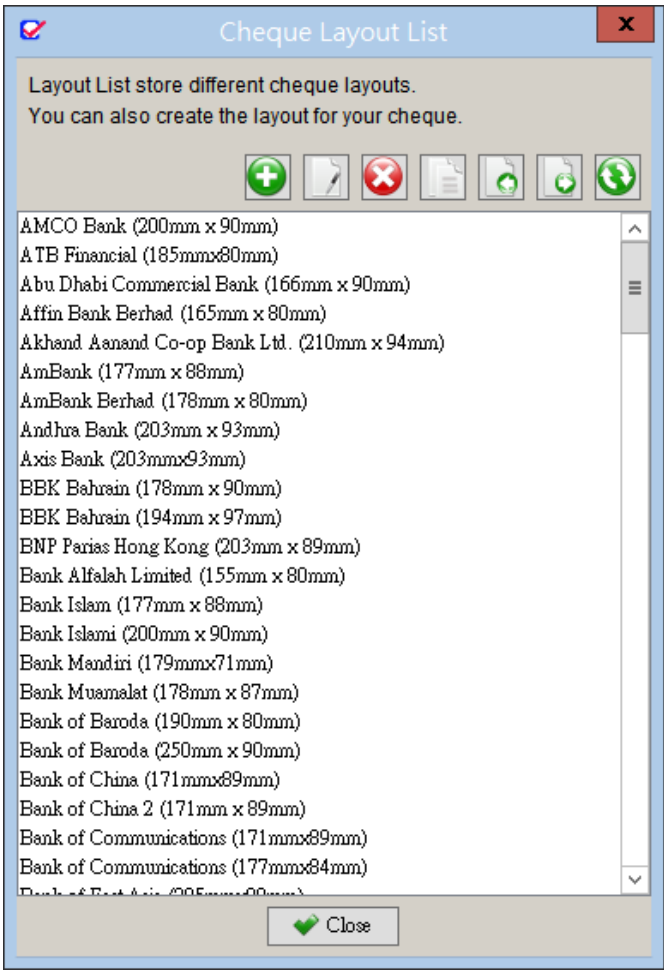
Cheque Issuing Template List maintains different templates, which can be recalled when preparing cheque. There are three icons on the top. They are

Add - Add a new cheque template.

Edit - Edit the selected cheque template.

Delete - Delete the selected cheque template.

7.3. Cheque Layout List


Cheque Layout List
Layout List store different cheque layouts.
You can also create the layout for your cheque.
AMCO Bank (200mm x 90mm)
ATB Financial (185mmx80mm)
Abu Dhabi Commercial Bank (166mm x 90mm)
Affin Bank Berhad (165mm x 80mm)
Akhand Aanand Co-op Bank Ltd. (210mm x 94mm)
AmBank (177mm x 88mm)
AmBank Berhad (178mm x 80mm)
Andhra Bank (203mm x 93mm)
Axis Bank (203mmx93mm)
BBK Bahrain (178mm x 90mm)
BBK Bahrain (194mm x 97mm)
BNP Parias Hong Kong (203mm x 89mm)
Bank Alfalah Limited (155mm x 80mm)
Bank Islam (177mm x 88mm)
Bank Islami (200mm x 90mm)
Bank Mandiri (179mmx71mm)
Bank Muamalat (178mm x 87mm)
Bank of Baroda (190mm x 80mm)
Bank of Baroda (250mm x 90mm)
Bank of China (171mmx89mm)
Bank of China 2 (171mm x 89mm)
Bank of Communications (171mmx89mm)
Bank of Communications (177mmx84mm)
Close

Cheque Layout List maintains different cheque layouts. There are six icons on the top

Add - Add a new cheque layout.

Edit - Edit the selected cheque layout.

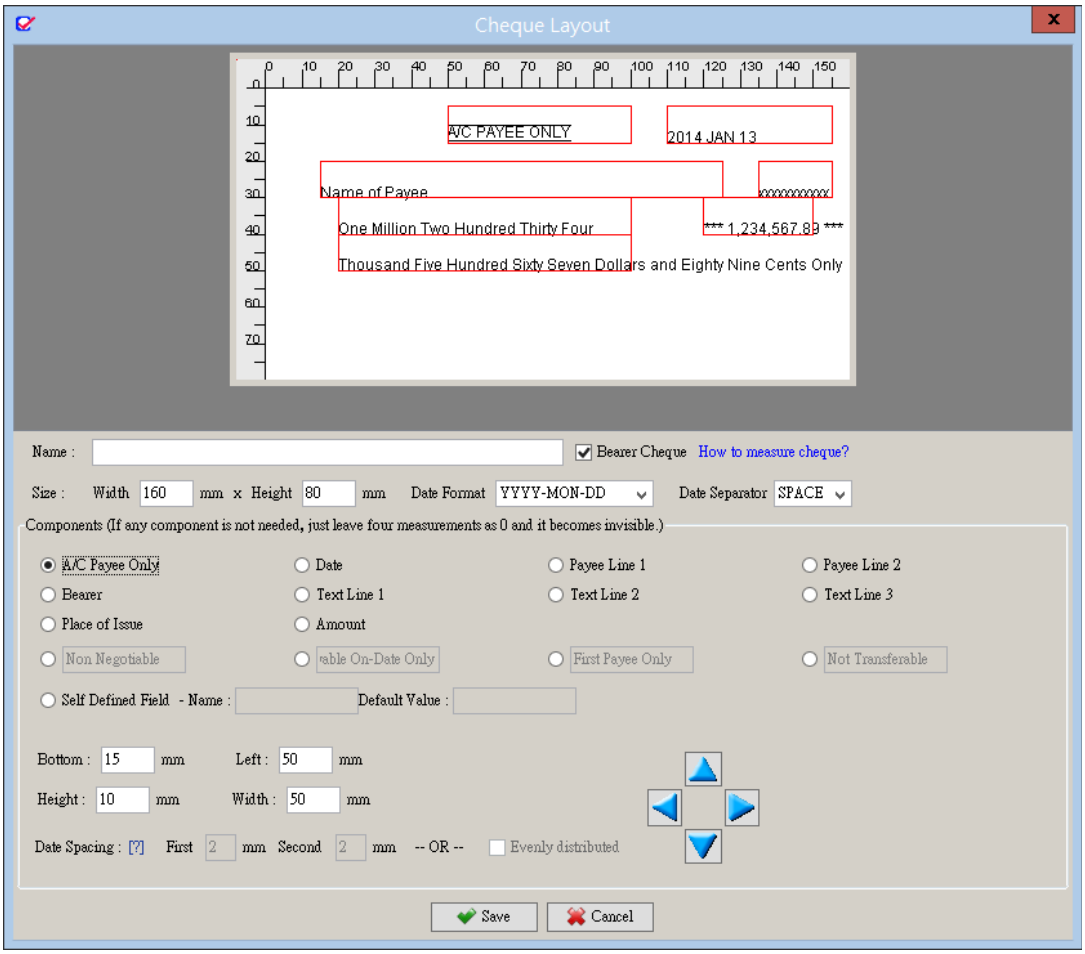
Delete - Delete the selected cheque layout.

Import - Import cheque layout from file.

Export - Export cheque layout to file.

Internet Update – Download latest cheque layouts from server.

Cheque Layout Details



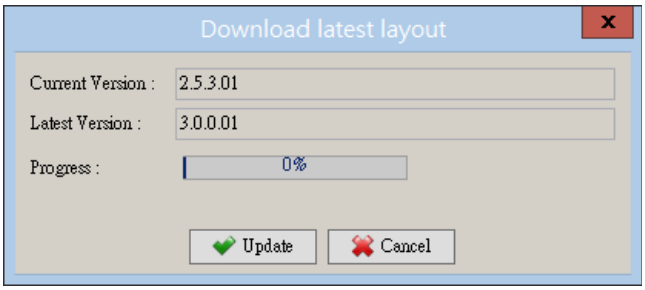
You need to provide a name for this layout.

Bearer Cheque checkbox is to indicate the cheque layout is a bearer cheque or not. If it is not a bearer cheque, the "Bearer" component will not show out.

You need to fill in the dimension of the cheque and the position/size of different components, include **A/C Payee Only, Date**, **Place of Issue**, **Payee**, **Bearer**, **Text Line 1**, **Text Line 2**, **Amount.** If the component is not applicable, you can leave the measurement as zero. The components (Non Negotiable, Payable On-Date Only, First Payee Only and Not Transferable) can be renamed to fit your cheque. You can also make use of the self-defined component.

To adjust the position, you can selected the corresponding components and click the navigation button on the right. The cheque layout in the preview will be adjusted at the same time.

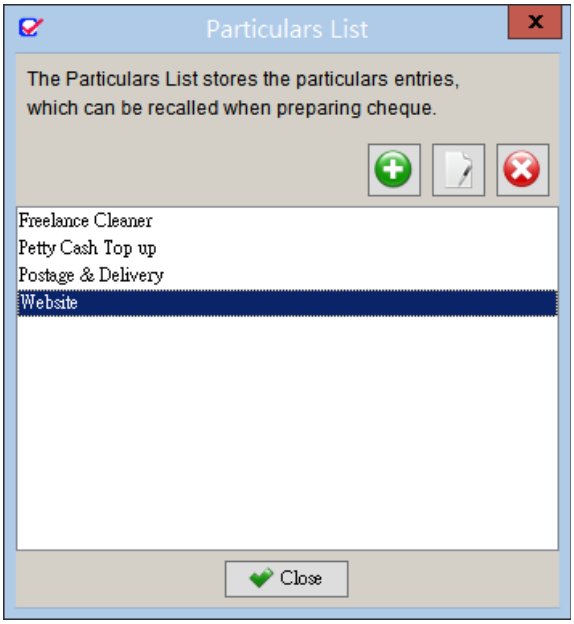
Internet Update



It shows the current version in the installed system and the version provided by the server.

To download the latest cheque layouts from the server, click [Update] to proceed.

7.4. Particulars List



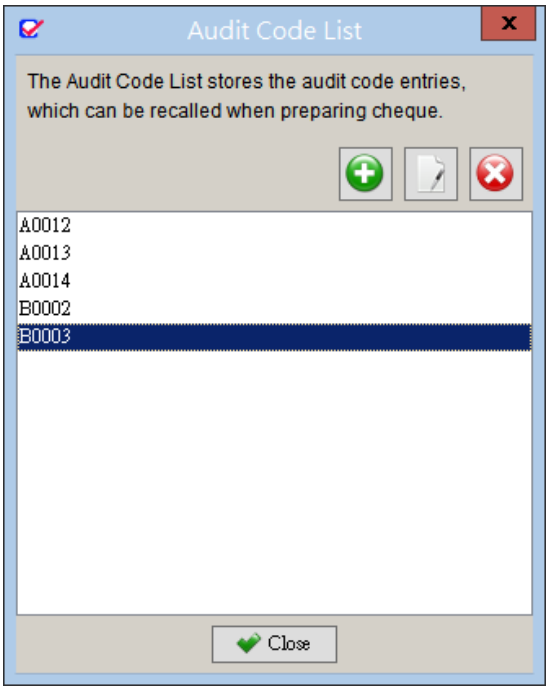
Particulars List maintains different particulars info, which can be recalled when preparing cheque. There are three icons on the top. They are

Add - Add a new Particular.

Edit - Edit the selected Particulars.

Delete - Delete the selected Particulars.

7.5. Audit Code List



Audit Code List maintains different Audit Code info, which can be recalled when preparing cheque.

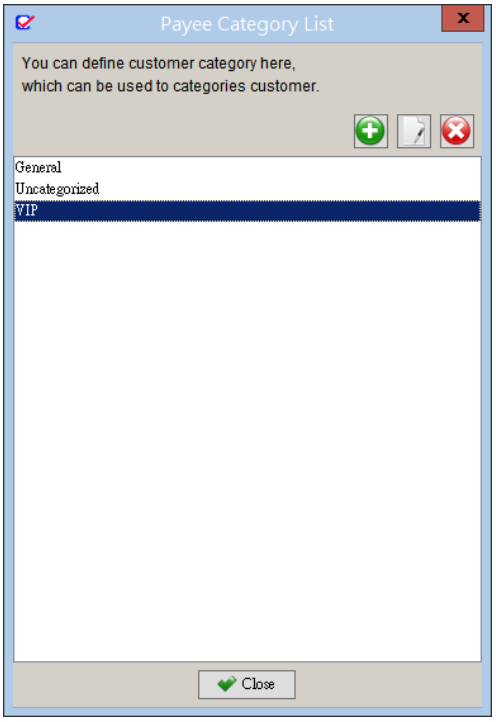
There are three icons on the top. They are

Add - Add a new Audit Code.

Edit - Edit the selected Audit Code.

Delete - Delete the selected Audit Code

7.6. Payee Category List



Payee Category List maintains payee categories. The category can be used to classify the payee into different categories. There are three icons on the top. They are

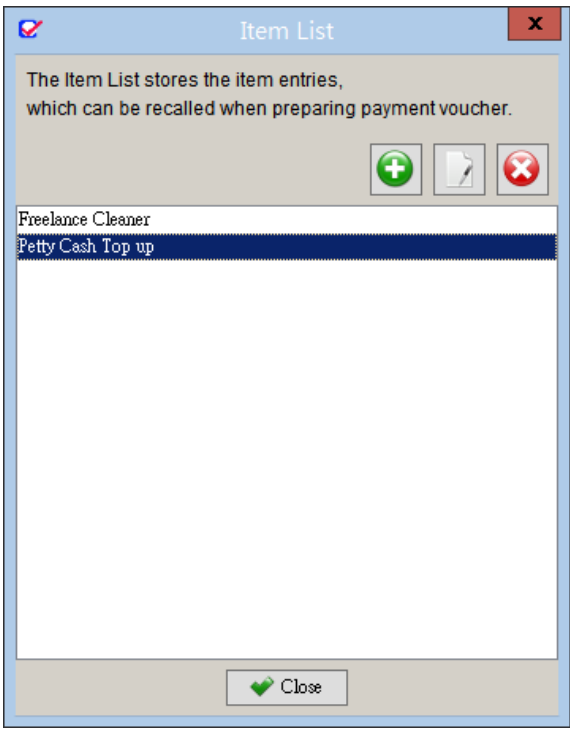
Add - Add a new Category.

Edit - Edit the selected Category.

Delete - Delete the selected Category.

7.7. Item List

Item List maintains different item info, which can be recalled when preparing the Payment Voucher. There are three icons on the top. They are


Item List
The Item List stores the item entries,
which can be recalled when preparing payment voucher.
Freelance Cleaner
Petty Cash Top up
Close

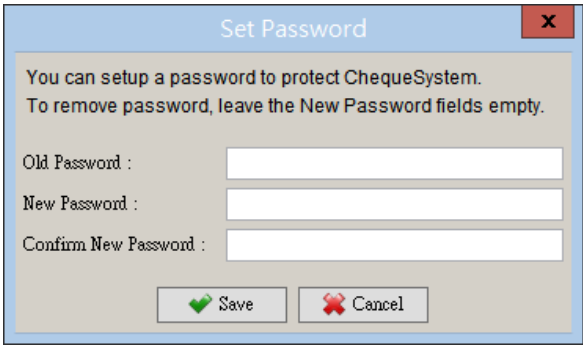
Add - Add a new Item.

Edit - Edit the selected Item.

Delete - Delete the selected Item.

8. TOOLS

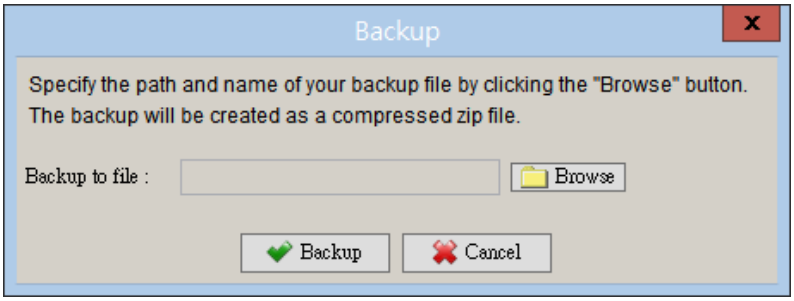
8.1. Set Password



To enhance the security of the system, you can set a password on it. Every time you start the application, you will be prompted with a password.

To remove the password, just fill in the old password and leave other field blank. Click [Submit] to remove it.

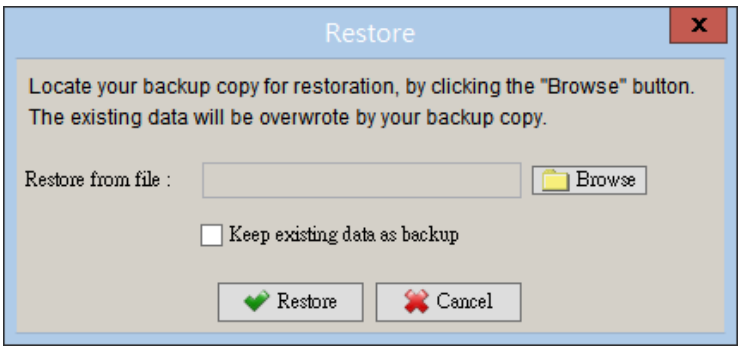
8.2. Backup


Backup
Specify the path and name of your backup file by clicking the "Browse" button.
The backup will be created as a compressed zip file.
Backup to file :
Browse
Backup
Cancel

Backup - you can create a backup for the cheque records, payee list and reports.

Click the folder icon, and provides a filename to backup. The cheque records will be stored in the file in zip format.

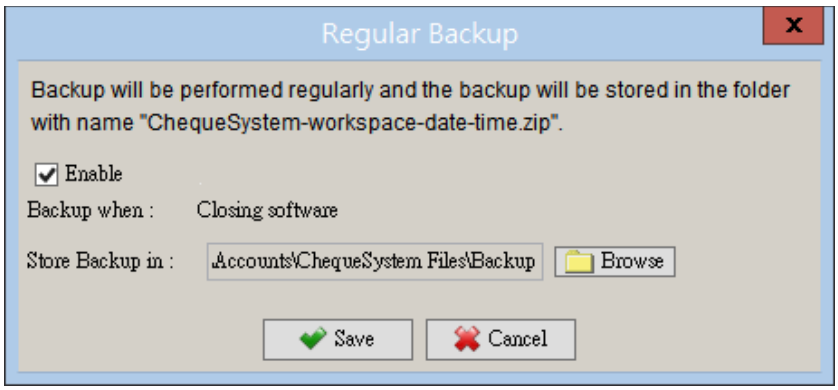
8.3. Restore


Restore
Locate your backup copy for restoration, by clicking the "Browse" button.
The existing data will be overwrote by your backup copy.
Restore from file :
Browse
Keep existing data as backup
Restore
Cancel

Restore - you can restore the backup data to the system.

Click the folder icon, and provides a filename to restore. The cheque records will be restored from the file.

8.4. Regular Backup



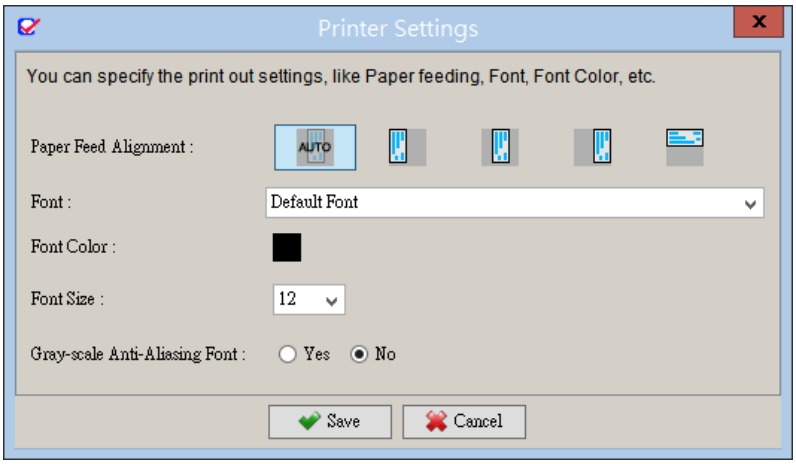
Regular Backup will make backup regularly and backup files will be stored in the specified directory. The file is named as “ChequeSystem-Date-Time.zip”.

9. SETTINGS

9.1. Payment Voucher

You can customize the header, footer, label, date format, and font of the Payment Voucher by clicking the corresponding menu.

9.2. Printer & Font



Paper Feed Alignment - Left, Center, Right and also Print Upwards.

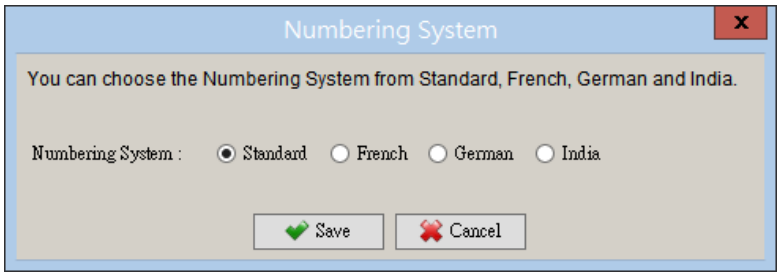
Font - You can choose from the fonts installed in your machine.

Font Color - Click the button to choose the printout color.

Font Size - You can specify the font size used in the cheque printing. “Auto” means the font size is adjusted automatically according to the space available and the length of the text input.

Gray-scale Anti-Aliasing Font - This can enhance the print out quality by using the gray-scale effect.

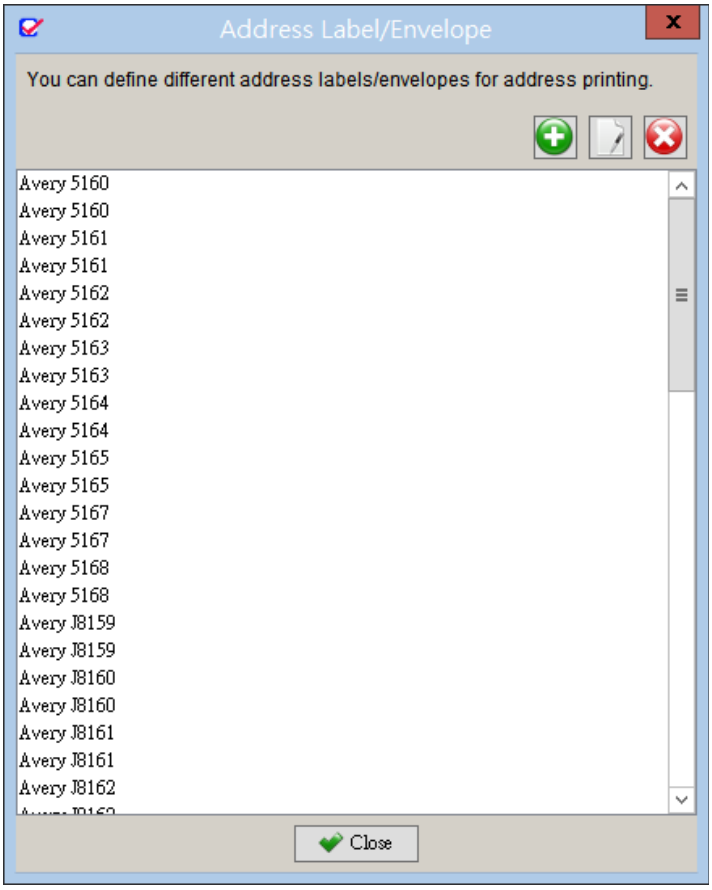
9.3. Numbering System



If you use French or India Numbering System, you can specify here.

9.4. Address Label

You can define your address label and used for address printing.



9.5. Options

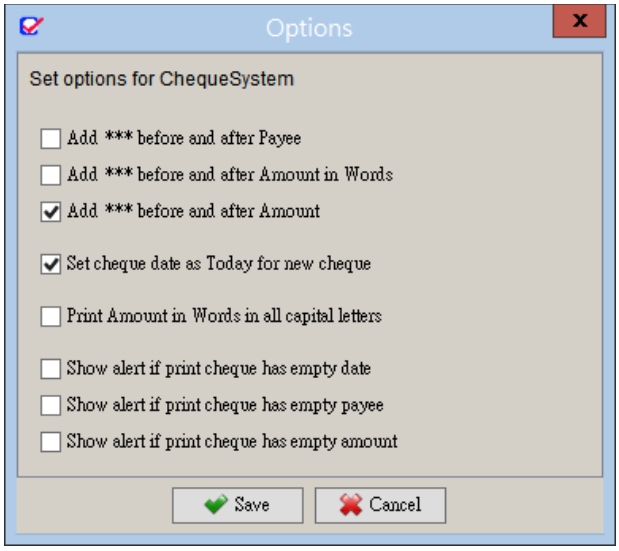
You can add *** before and after the follow items:

- Payee
- Amount in words
- Amount

If set, the printout will be add *** before and after the items.

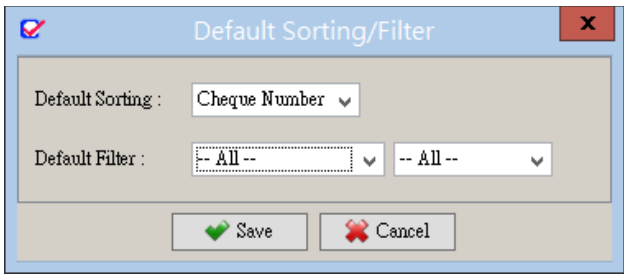
You can also set

- set date of new cheque as Today
- print the Amount in Words in all capital letters
- show alert in different scenarios


Options
Set options for ChequeSystem
Add *** before and after Payee
Add *** before and after Amount in Words
Add *** before and after Amount
Set cheque date as Today for new cheque
Print Amount in Words in all capital letters
Show alert if print cheque has empty date
Show alert if print cheque has empty payee
Show alert if print cheque has empty amount
Save
Cancel

9.6. Default Sorting/Filter

You can change the default sorting and filter for the cheque list in main screen.

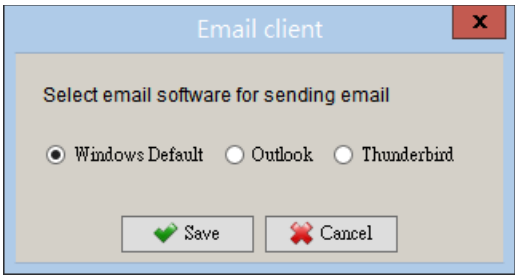


9.7. Quick Export Settings

Quick Export Button is provided in the Report window. You can define the settings for the quick export. Once clicking the Quick Export button, the report will be exported according to the defined settings.

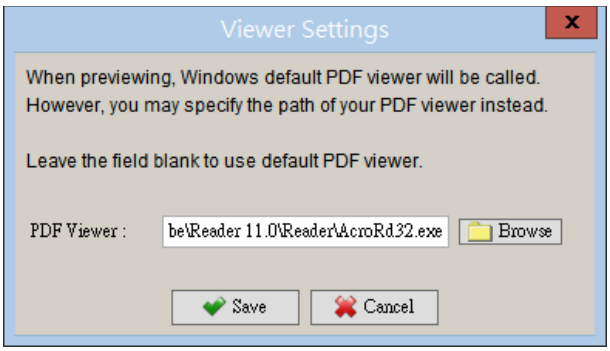
9.8. Email Client

In Payment Voucher window, there is an option to send email with Payment Voucher as attachment. You can set the Email Client software in the Settings.



9.9. PDF Viewer

When previewing Payment Voucher, the Windows default PDF viewer will be loaded. However, you can set your own PDF Viewer instead.


Viewer Settings
When previewing, Windows default PDF viewer will be called.
However, you may specify the path of your PDF viewer instead.
Leave the field blank to use default PDF viewer.
PDF Viewer :
be\Reader 11.0\Reader\AcroRd32.exe
Browse
Save
Cancel

10. REGISTRATION

10.1. Trial Version

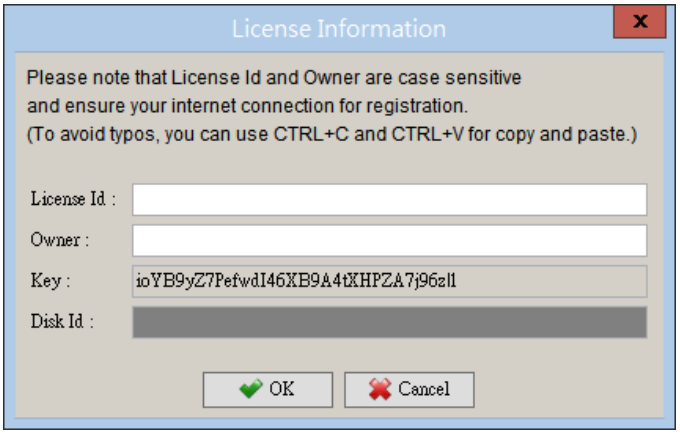
The Trial Version of ChequeSystem provides same functionality as the registered version. However, in Trial Version, you can only print 50 numbers of cheques.

To get rid of the restriction of Trial Version, you need to obtain a license and register your ChequeSystem copy.

10.2. Registration

To register the ChequeSystem,

(1) Go to menu "Help > Register", registration window is shown out.


License Information
Please note that License Id and Owner are case sensitive
and ensure your internet connection for registration.
(To avoid typos, you can use CTRL+C and CTRL+V for copy and paste.)
License Id :
Owner :
Key :
ioYB9yZ7PefwdI46XB9A4tXHPZA7j96zl1
Disk Id :
OK
Cancel

(2) Fill in the "License Id" and "Owner" information and click "OK" to register. Please ensure the Internet connection when registration is in process. Afterwards, restart the ChequeSystem to effective the license.

Note: If firewall is setup and block the connection of registration, the registration cannot be completed. You can stop the firewall temporarily to complete the registration. If you cannot turn off the firewall, you can send the "License Id", "Owner" and "Key" information to technical support. A "Disk Id" will send back, and you can fill in the "Disk Id" directly without connecting to the ChequeSystem server for register.

11. ADVANCED USAGE

11.1. Import File Format

ChequeSystem allows importing data in batch mode. To import the data, you need to prepare a CSV file (comma-separated file).

Import Cheque

1. First row is the column header. It should follow the format below.
2. The cheque records should be listed in row accordingly.
3. The sample CSV is given below.

```
"Date (YYYY/MM/DD)","Payee","Amount","A/C Payee Only (Y/N)","Bearer (Y/N)","Non Negotiable (Y/N)","Payable On-Date Only (Y/N)","First Payee Only (Y/N)","Not Transferable (Y/N)","Place of Issue","Particulars","Audit Code",”Self Defined”
```

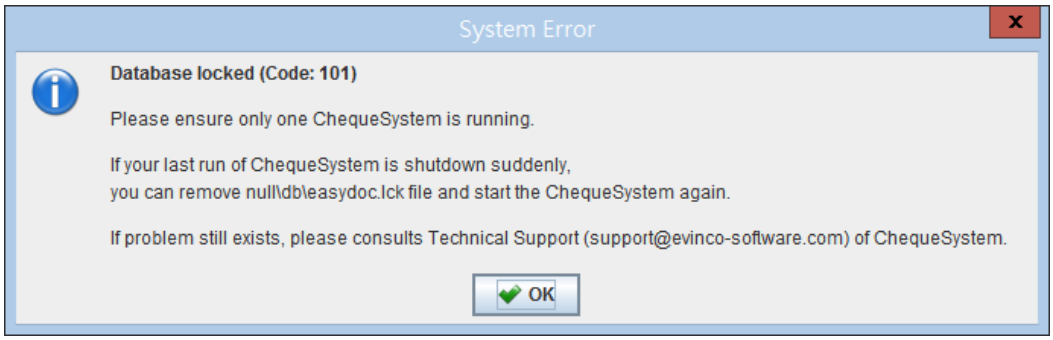
Import Payee

1. First row is the column header. It should follow the format below.
2. The payee records should be listed in row accordingly.
3. The sample CSV is given below.

```
"Category","Payee","Contact Person","Phone","Fax","Email","Address1","Address2","Address3"
"Uncategorised","Peter Lee","Peter","21234567",31234567","peter@yourdomain.com","No 1 Buiding","Hong Kong Island","Hong Kong"
```

Note: User can prepare the import file by using Spreadsheet software (like MSExcel) and save the output as "CSV" format.

11.2. Resolve "Database locked"


System Error
Database locked (Code: 101)
Please ensure only one ChequeSystem is running.
If your last run of ChequeSystem is shutdown suddenly,
you can remove null\db\easydoc.lck file and start the ChequeSystem again.
If problem still exists, please consults Technical Support (support@evinco-software.com) of ChequeSystem.
OK

If you encounter the above message when the ChequeSystem start, check the following to resolve the problem.

1. Ensure only single instance of ChequeSystem is running.
2. Follows the instruction provided in the dialog and remove *.lck file. After that, start the ChequeSystem again.
3. To avoid the database locked, please close the ChequeSystem nicely.
4. If problem stills exists, please contacts the ChequeSystem Support Team.